



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Receive and Review Application Request (Fee-Trust, On-Reservation Undivided Interest)
This includes the acquisition portion of some Partitions and Exchanges **Process Number**
Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership) **O.1.1**

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	The receipt of the completed package.
1.2 Process Overview	<p>This process reviews and analyzes all documentation that is required to complete the conveyance. This includes the review of application by Realty Staff and receipt of the Categorical Exclusion/Environmental issues from Planning. Any identified issues should be addressed by either applicant or reviewing office. Issues are addressed by requestor.</p> <p>Identify problems with this process that may be resolved through BRDM's Conduct Outreach Activities (B.5.1 Conduct Outreach and B.5.2 Post Outreach Activities). Provide support and/or participate in outreach activities.</p>
1.3 Stops With	A determination by Program Staff that the application is complete and has met initial criteria necessary to proceed.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.2: Probate and Estate Administration – Consistently prioritize and quickly resolve probate and estate administration cases effectively to meet asset management and beneficiary service requirements.
Objective 3.3: Title, Realty, and Administrative Information – Develop, maintain, and make readily available accurate and current asset ownership and administrative information that is managed to professional fiduciary standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Beneficiary may be contacted and asked to provide additional information or documentation.



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4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Agency		Review information submitted for compliance with statute, law, regulation and policy. Participate in outreach activities when requested by the BRDM process.
BIA	Region		Review information submitted for compliance with statute, law, regulation and policy. Participate in outreach activities when requested by the BRDM process.
BIA	Integrated Servicing Office		Relays customer needs/inquiry to Program staff for Realty Services.
BIA	Integrated Servicing Office		Relays customer needs/inquiry to Program staff for Realty Services.
OST	Integrated Servicing Office		Relays customer needs/inquiry to Program staff for Realty Services.
BLM	Appropriate Geographic Location		Provide counseling regarding survey processes. Determine need for additional survey products and request what is necessary.



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Organization	Office	Role	Contribution
Solicitor	Attached to the Office of the Solicitor located at appropriate geographical location.		Available for any trust related issue at the Regional level that may require a Solicitor's Opinion. For Fee-Trust acquisitions this would be the Preliminary Title Opinions.
Fish and Wildlife	Regional		Endangered Species compliance.
Tribe	Applicable tribal office.		For compacted and contracted Tribes that have assumed this responsibility, the Tribe performs all DOI functions except those considered inherently federal.

4.2 External Organizations. Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution

5. Event(s) Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Receipt of complete application from BRDM	BRDM has verified the written application is complete using an automated checklist of required documentation.	As they are submitted.



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6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Application for Fee to Trust On-Reservation acquisition of undivided interests.	Submit automated request and appropriate documentation for review including: narrative covering jurisdictional, administrative, existing land use plans; historical information; maps/plats; environmental documentation; tribal resolution; survey; appraisal/valuation (for partition/exchange); intended use; statutory authority for acquisition; and ownership information.
Documentation from LNRP	LNRP has reviewed and approved all NEPA required documents or prepared a Categorical Exclusion, Environmental Assessment, and Phase I Site Assessments in relation to the proposed acquisition. Submits an automated report to Program Staff for inclusion in the official record.

6.2 Outputs

Output	Description
Request for Preliminary Title Opinion	Submit automated request for a Title Opinion and appropriate documentation for the review of title including: Grant/Warranty Deed, Abstract of Title/Title Insurance Commitment, and Documentation addressing exceptions in Title Insurance Commitment.
Serve 30-day Notice On-Reservation	Submit automated notification to state/local/tribal/ county and other interested parties (other interested parties may need to be served individually) of proposed trust acquisition. This notice will advise the interested parties that the property will be taken into trust. Any conflicts between interested parties and tribes that may arise will be resolved through mediation or dispute resolution.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
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25 CFR 151		Acquisitions regulations describe how land may be taken into trust and restricted status by the Secretary of the Interior for the benefit of an individual tribe or tribe.
25 CFR158.54, 158.55,158.56, 158.57, 158.58		Regulations governing Osage Lands particularly exchanges, partitions, partition records, approval of deeds or other instruments vesting title on partition and payment of costs, and disposition of proceeds of partition sales.
43 CFR 2530		Indian Allotments: General
43 CFR 2531		Applications Generally:
43 CFR 2532		Allotments
43 CFR 2533		Allotments Within National Forests
43 CFR 2561		Native Allotments in Alaska
43 CFR 2564		Native Townsites
43 CFR 2568		Alaska Native Allotments for Certain Veterans
P.L. 93-638		Self-Governance
Act of March 2, 1931 46 Stat. 1471		An Act to relieve restricted Indians in the Five Civilized Tribes whose nontaxable lands are required for State, county, or municipal improvements if sold to other persons or for other purposes. Authorized the Secretary to reinvest in other lands.



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7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Integrated Database System	Automated format to allow staff to receive application from BRDM.
Office Filing System	Documentation will be placed in the Official Record.

9. Inter-Process Relationships

Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors.

Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
B.6.2.1	Beneficiary Involvement for Ownership	BRDM has verified the written application is complete using an automated checklist of required documentation.
P.1.4	Transmit Determination	LNRP has reviewed and approved/rejected or prepared a valuation, Categorical Exclusion, Environmental Assessment, and Phase I Site Assessments in relation to the proposed acquisition. Submits an automated report to Program Staff for inclusion in the official record
O.3.3	Close Probate Case	Probate has been become final. Automated notification that a conveyance process is required.



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9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
O.1.2	Complete Application Package	A review of the application by Program Staff that the application is complete and has met initial criteria necessary to proceed with Title Opinion request.
B.5.1	Conduct Outreach Activity	Participation in Outreach opportunity is requested.
B.5.2	Post Outreach Activity	Participation in debrief of Outreach opportunity is needed.

10. Comments Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment
Recommendation	Develop one set of regulations in 151 with separate Subparts for On-reservation tribal; On-reservation individual (includes Trust, Restricted and Restricted Fee); Off-reservation tribal; Off-Reservation individual (includes Trust, Restricted and Restricted Fee); Acquisitions for Gaming; Acquisitions under Section 5 of the IRA
Recommendation	The Solicitor will continue to be attached to the Office of the Solicitor and one Solicitor will be located at each BIA Regional Office. This Solicitor will provide a Preliminary Opinion and Solicitor Opinions for any Indian issue within that Region as required.
Best Practice	The 30-day notice will advise the interested parties that an undivided interest in property will be taken into trust. Any conflicts between interested parties and tribes that may arise will be resolved through mediation or dispute resolution.